Men of Vision and Excellence: TIME COMMITMENT AGREEMENT

STUDY HALL FACILITATION HOURS
As a part of your contractual obligations as a Men of Vision and Excellence (MOVE) mentor, you are required to act as a facilitator for at least one study hall shift each week. These shifts will take place Monday through Thursday at the following times.

First Shift: 10am – 1pm
Second Shift: 2pm – 5pm
Third Shift: 6pm – 9pm

(Shifts are subject to be altered and/or canceled due to events and other extenuating circumstances)

FACILITATOR EXPECTATIONS
As a study hall facilitator, you are NOT expected to be able to assist in all situations. Much like your duties as a mentor, your primary responsibility is to document and communicate to MOVE staff members. Plan to exceed these basic standards during your facilitation.

- Offer academic assistance (tutoring, proof-reading, test prep) in all areas that you are comfortable doing so
- Document and communicate all issues that students bring to your attention
- Document and communicate any assistance that you offer to students
- Keep track of the attendance log
- Maintain a productive working environment

OFFICE HOURS
In addition to your study hall facilitation shift, you are also required to dedicate at least two hours to being of assistance to the MOVE Office and to the Office of Multicultural Affairs (MCC 211/212). These hours can be scheduled in any desired increment between the times of 10am and 5pm, Monday through Friday. Responsibilities may include but are not limited to the following tasks.

- Helping promote MOVE events
- Making phone calls to MOVE mentees and participants
- Assisting staff with office work

YOUR COMMITMENT

Study Hall Day: ____________ Study Hall Shift # __

Detail Your MOVE Office Hours: __________________________________________________________

Printed Name: __________________________________________

Signature: ____________________________ Date: ________

*This document is to be completed and returned to a member of the MOVE Staff no later than Friday Aug. 22nd 2014